



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

## **MEMORANDUM**

**DATE:** March 9, 2022

**TO:** Local and Intermediate School District Superintendents  
Public School Academy Directors

**FROM:** Kyle Guarrant, Deputy Superintendent *KG*  
Finance and Operations

**SUBJECT:** Revised Forgiven Time Guidance for the 2021-22 School Year

The Michigan Department of Education (MDE) is temporarily amending the direction announced through a recent [memorandum](#) regarding the possible provision of additional forgiven time for districts that have used professional development time toward the instructional time requirement for the 2021-22 school year.

This memorandum provides a revised response to the following question:

- Will districts be approved for up to three days of additional forgiven time if professional development is counted (per [MCL 388.1701\(10\)](#)) toward the 180 day requirement?

Given that some existing district contracts include professional development days as part of the 180-day-plus instructional calendar for the current school year, the department has revised its position on the use of forgiven time in combination with professional development to satisfy the instructional time requirement *for the 2021-22 school year*. A district that counts professional development toward the instructional day requirement *this school year* will remain eligible for up to three additional days of forgiven time.

That said, districts should not expect this same flexibility next year when counting professional development days toward the instructional day requirement. In many cases, our instructional calendars were too short pre-pandemic to adequately serve our school communities, let alone given the need to address the adverse impacts of and during the pandemic. While professional development is important in its own right, it is in no way a substitute for in-person instruction. In the future, we encourage districts to

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support students and staff in teaching and learning by meeting or exceeding 180 days of instructional time without a diminution of instructional time associated with professional development days.

If a district is unsure whether it qualifies for additional forgiven time, the department recommends that the district submit a request using the following form to have a determination made: <https://fs10.formsite.com/SASF/form9/index.html>. Individual district scenarios are assessed through the submission of this additional forgiven time request. Requests for additional forgiven time must be submitted by May 31, 2022.

Please direct questions to Jessica Beagle at [beaglej1@michigan.gov](mailto:beaglej1@michigan.gov).

cc: Michigan Education Alliance  
Confederation of Michigan Tribal Education Departments  
Michigan Pupil Accounting and Attendance Association